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2006-07 FALL ENROLLMENT INSTRUCTIONS

Enrollment and Attendance Count Date

October 2, 2006

IMPORTANT INFORMATION FOR COMPLETING FALL ENROLLMENT FORMS—REFER TO ATTACHED SAMPLES

• **Enrollment Section (MAEFAIRS and ADC)**

- The official fall semester enrollment count date is October 2, 2006.
- Count all enrolled students, including:
 - ✓ Resident district students, or nonresident students admitted under a student attendance agreement,
 - ✓ Homebound students qualifying under 20-9-311(11)(b), MCA, and 10.20.102, A.R.M.,
 - ✓ 19-year-old students (or older) or resident students attending Job Corps,
 - ✓ Students attending school for any portion of the school day (example, count as enrolled a home-schooled student who attends your district for one class per day),
 - ✓ Students incarcerated in a facility (other than a youth detention center) if the students are receiving individualized education services supervised by the district, at district expense, and the facility does not offer its own educational program,
 - ✓ Students receiving special education and related services, other than day treatment, under a placement by the trustees at a private nonsectarian school or private program if the pupils' services are at district expense under an approved IEP supervised by the district,
 - ✓ Students participating in the running start program at district expense under 20-9-706, MCA,
 - ✓ Students receiving educational services, provided by the district, using appropriately licensed district staff at a private residential program or private residential facility licensed by the DPHHS, or
 - ✓ Students enrolled in an education program or course provided at district expense using electronic or offsite delivery methods (including tutoring, distance learning programs, online programs, and technology delivered programs), while attending a school of the district or a district-approved offsite nonsectarian instructional setting. In order to count the students as enrolled, the pupils must meet the requirements of 20-9-311(11)(g), MCA.
- Do not count:
 - ✓ Students absent for 11 or more consecutive days prior to and including the count date,
 - ✓ Students enrolled in another public school district,
 - ✓ Students who will not resume attendance pursuant to notice given to district,
 - ✓ Students whose records have been transferred to another school,
 - ✓ Students otherwise unable to continue in attendance for any reason, or
 - ✓ Students who are residents of the district, but are attending an out-of-district school.

• **Attendance Section (ADC Only)**

- The attendance count date is the same as the enrollment count date, October 2, 2006.
- Students absent for only a portion of the count date should be reflected appropriately in your absent counts. Below are sample calculations for partial day absence:
 - ☐ Pre-K and K: 1 of 3 hours absent = .33 absent
 - ☐ Grades 1-6: 3 of 6 hours absent = .50 absent
 - ☐ Grades 7-12: 6 of 8 periods absent = .75 absent

• **Part-time Enrollment (MAEFAIRS Only)**

- The part-time section of the form should report students already included in your grade-by-grade enrollment count, but who are receiving less than 720 hours of pupil instruction per year.

Important – Exclude 19-year-old (or older) students from your count of part-time students.

• **Other Enrollment—High Schools (MAEFAIRS Only)**

- In the "other enrollment" section of the form, report the following:
 - ✓ 19-year-old students (or older).
 - ✓ Job Corps students—include resident enrolled students who are receiving educational or vocational services at a Montana Job Corps program.

• **Important Information**

- Enrollment and attendance data is used for many purposes (calculation of ANB for school funding, federal and state statistical reporting, adequate yearly progress determinations under No Child Left Behind, and other purposes). Therefore, care and accuracy are very important when completing the forms.
- Retain auditable documentation supporting the accuracy of all reported data.
- Districts filing on paper will find their blank forms included in this Annual Data Collection packet.
- ❖ For questions about completing MAEFAIRS electronic forms (public schools), call (406) 444-4401.
- ❖ For questions about completing ADC enrollment forms (public and nonpublic schools), call Andy Boehm (406) 444-0375.
- ❖ To register as a MAEFAIRS electronic filer, call Nica Carte, (406) 444-4401.
- ❖ For questions about completing paper forms for private accredited schools, call (406) 444-9444.